

Carlton City Council
Meeting Minutes
Wednesday, November 13, 2019

1.00 Call to Order & Pledge of Allegiance

Mayor Soderstrom called the meeting to order at 6:00 pm.

2.00 Roll Call

Council Present: Mayor, M. Soderstrom; Councilors: H. MacDonald, B. Bodie, R. Schmidt, R. Jorgenson

Council Absent:

Staff Present: Clerk, C. Conway; Deputy Clerk, J. Johnson; Public Works Superintendent, D. Wolf

Others Present: Diane Soden-Groves, Timothy Soden-Groves, Susan Wojtkiewicz, Donohue, Glenn Swanson, Emily Swanson

3.00 Approve Agenda

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the Agenda with the addition of: 9.12 Waste Management Invoice. The motion passed unanimously.

4.00 Consent Agenda

4.01 Approval of the Minutes: Regular Meeting, October 9, 2019; Special Meeting, October 9, 2019

4.02 Approval of Bills: Exhibit A dated November 13, 2019 in the amount of \$372,476.59 (\$68,425.52 electronic and \$34,051.07 by check).

4.03 Approval of Bills: Exhibit B to be presented on November 13, 2019 in the amount of \$6,462.92.

4.04 Approval of Check Numbers – 33075 - 33163

4.05 Review and Approval of Petty Cash

4.06 Charitable Gambling Report

4.07 Donation Acceptance – Resolution 2019-37

4.08 Frandsen Bank and Trust Credit Card Statement

4.09 Status of City Funds

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the Consent Agenda as presented. The motion passed unanimously.

5.00 Presentations & Guest.

Glenn and Emily Swanson had a power point presentation on ideas of how to promote the downtown area. They have applied for multiple grants in the hopes of getting funds to utilize the talents of local artists to help revitalize downtown and to promote the area.

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Donation Request – VFW Auxiliary

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve a Charitable Gambling donation of \$1,000.00 to Carlton VFW Auxiliary for Christmas Baskets. The motion passed unanimously.

7.02 Donation Request – Oldenburg Arts and Cultural Community

Charitable Gambling donation cannot be given to an organization to promote a Holiday Market.

7.03 Donation Request – Carlton Baseball Program

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve a Charitable Gambling donation of \$250.00 to ISD 93 – Carlton Baseball Program for equipment purchase. The motion passed unanimously, with Councilor Schmidt abstaining.

7.04 Communication from Mediacom

The Copyright Infringement Notice received from Mediacom was reviewed. No action needed at this time.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2019-34 Resolution Approving League of MN Cities Liability Coverage Waiver

Form

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve Resolution 2019-34 to Not Waive the monetary limits on municipal tort liability. The motion passed unanimously.

Aye = 5

Nay = 0

8.02 Resolution 2019-35 – Resolution Certifying Unpaid Charges

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve Resolution 2019-35 to certify, to the Carlton County Auditor, unpaid water/sewer utility in the amount of \$954.56 for PID 15-350-2400. The motion passed unanimously.

Aye = 5

Nay = 0

8.03 Electronic Funds and Wire Transfers Policy

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the Electronic Funds and Wire Transfers Policy as presented. The motion passed unanimously.

Aye = 5

Nay = 0

8.04 Resolution 2019-36 – Resolution Allowing Electronic Funds Transfers and Wires

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2019-36 allowing staff to make Electronic Funds Transfers and Wires. The motion passed unanimously.

Aye = 5

Nay = 0

8.05 Computer Use Policy

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the Computer Use Policy as presented. The motion passed unanimously.

Aye = 5

Nay = 0

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board

Susan Wojtkiewicz was present to update the Council on the water treatment plant project. She also indicated that at this time it appears to be coming in under budget. Since 67% of the project is being paid for with grant dollars would the Council like to investigate the cost of upgrading other infrastructure.

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to move ahead with getting cost estimates for possible infrastructure upgrades. The motion passed unanimously.

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve payment of Donohue invoice 13233-30 in the amount of \$14,698.02. The motion passed unanimously.

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve payment of MBI Application #12 in the amount of \$206,294.06. The motion passed unanimously.

9.02 Fire Hall Expansion

Garage is almost complete, just a few minor items left to finish. ARI is completing design for Fire Hall upgrades. A meeting will be schedule when completed.

UNFINISHED BUSINESS

9.03 Thomson Bell and Historical Plaque

Nothing new.

9.04 Monument Markers at the Cemetery

Nothing New

NEW BUSINESS

9.05 Artist on Main Street Application (Emily Swanson – Oldenburg House)

Moved to Presentations and Guests

9.06 Third Quarter Ambulance Write-offs

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve 2019 3rd quarter write offs in the amount of \$96,740.05. The motion passed unanimously.

9.07 Requests for Intoxicating Liquor License:

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve renewal of liquor licenses for Left Lane Performance (dba Third Base Bar), Streetcar and Carlton VFW for year 2020. Magnolia Café will not be renewing its liquor license. The motion passed unanimously.

9.08 Wage increase for Rick Romanoski (Obtained Class D Water License)

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve a .50 wage increase, effective October 21, 2019 for Rick Romanoski. The motion passed unanimously.

9.09 Quote for Water Rescue Craft

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve purchase of an Inflatable Rescue Craft in the amount of \$4,600.00. The motion passed unanimously.

9.10 USDA Grant Opportunities

Council directed staff to apply for all grant opportunities available.

9.11 Multigas Detector Purchase

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve purchase of four (4) Multigas Detectors. The motion passed unanimously.

9.12 Waste Management Invoice

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to split the cost of the Waste Management Invoice with Inter-Faith Care Center. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Office will be closing Wednesday, November 14, 2019 @ 1:00pm due to painting of floors.

October Activities

- 2020 Insurance Renewals (Property, Health, etc.)
- Easement with Inter-Faith for waterline
- Attend WTP Construction Meetings **I will be off: November 25-27, 2019**
- Cemetery Locates
- Prepare Resolutions
- Budget
- Respond to Mediacom Infringement Notice
- Paint Doors
- Research Fire Alarm Monitoring Companies
- PFA Disbursement
- Employee Review
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)

Jodie

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Update Address Files
- ❖ Census Complete Count Committee Information
- ❖ Water Week Poster Contest to Schools

10.02 Fire Chief Report

Firehall expansion meetings –Met with ARI, starting plans, hope to bid out project mid-winter, also met with USDA about funding Firehall Garage- almost complete, doors are in, electrical is done, heat going in on the 19th

Recruitment – always looking

Zuercher CAD (computer-aid dispatch) – Installed. Still working out kinks. Purchased tablet still working on it

Pre plans of local business. Liberals in process, woodland pines almost complete.

New drop tank carrier/box for 612 – not happy with, working to improve

Received DNR grant. Ordered structural gear. – received some of the gear, still waiting on 2 sets

Interfaith Care table top exercise – went well, learned lots

Meeting with State park on access and location identifiers – waiting till winter

Ordered new trailer for ATV. Trailer is here, need to build shelves after firehall garage is done.

Having ISO don in November. I guess they are doing 5 year audits now.

Incentive complete

Working on training calendar for 2020

Call Volume through September, 2019

Call by Type

Other:1	Vehicle Accident: 34	Transport: 31	Medical: 534	Lift Assist: 31
False Alarm: 29	Vehicle Extrication: 4	Rescue: 6	Service Call: 2	Hazardous Condition: 10
Chimney Fires: 2	Vehicle Fires: 5	Vegetation Fires: 16	Working Structure Fires: 6	Total # of Runs: 711

10.03 Public Works Report

Water Plant

- Water Plant
- Construction & Meetings with MBI
- Working with SCDA company-computer crashed need new computer, working on lap top
- Electrical basically complete
- Plumbing basically complete
- Painting complete
- 12" creek crossing soon
- 6" Creek crossing complete including vaults
- Transition from old plant to new plant went well
- Flushing and pumping hydrants
- Working on shutting down old plant
- New pressure and temperature gauges at water tower
- Working on the sampling of system and getting familiar

Power outage 10/21/2019

Highway 210 Waterline

Working with Township on plan review
Joint Powers Board Meeting
Booster Station Design

City Maintenance

Stop signs replaced x2
Sewer manhole lining quotes – replacing 1 digging November 14th?
Lift station cleaning
Willows Edge water extension –water main complete, bacteria test passed, just need to do pressure test.
Black top patcher repair
Wrenshall water samples
Prepping for winter snow equipment
Starting to service lawn mowers
Dug power in for fire hall garage

10.04 Library Director Report

October 2019

- I fixed a patron account
- I added and covered new items
- I ordered some organizational items
- I did virus scans
- I added a new patron
- I did basket raffle prep
- I ordered some new books and a CD that was requested

Cathie:

- Has been working on going through donated books and adding according to policy
- Has been covering items as necessary
- Cut and packaged raffle tickets

10.05 Council Member Report

10.06 Mayor Report

11.00 Upcoming Meetings and Events

11.01 Joint Powers Board Meeting – November 21, 2019 @ 5:00pm

11.02 Fire Relief Meeting – November 26, 2019 @6:30pm

11.03 Regular Council Meeting – December 11, 2019 @ 6:00pm

11.04 Truth in Taxation – December 11, 2019 @ 6:00pm

12.00 Adjournment

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to adjourn the meeting, the time being 7:19 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk/Treasurer